



Job Description Caretaker

Job Title:	Caretaker
Department:	Premises
Responsible to:	Health, Safety and Contracts Manager
Salary Grade:	Grade E Point 7 – 11
Contracted Hours/Week:	37 hours per week Alternate weeks early shift and late shift: Late Mon–Thurs 13:30-21:30, Fri 13:30-21:00 Early Mon–Thurs 07:00-15:00, Fri 07:00-14:30 During school holidays the late shift will be: Mon–Thurs 09:00-17:00, Fri 09:00-16:30
Contracted Weeks/Year:	All year
Holiday entitlement:	24 days per annum (rising to 27 days after 5 years' service) plus bank holidays 10 days' annual leave must be taken during term time

Main Job Purpose

Working under the direction of the Health, Safety and Contracts Manager, to ensure the School's buildings, site equipment and furnishings are safe, secure and maintained to the standards set by the school and defined by legislation.

Main Responsibilities

- Under the direction of the Health, Safety and Contracts Manager, provide caretaking, building repair, general maintenance and cleaning services as required.
- Daily, take responsibility for the security of the premises and its contents and act as nominated key holder for the school site.
- Assist in liaising with contractors and monitoring their activities and performance whilst they remain on site
- Inspect, detect, log and report building, plant and equipment defects
- Log and report all health and safety concerns and take emergency remedial action where necessary
- Identify and undertake minor repairs and general maintenance both internally and externally across the school site
- Using own initiative, organise, transport and set up furniture and equipment across the school site
- Carry out general porter duties by distributing items across the school and responding where possible to short notice requests
- Routinely monitor and test the operation of the fire alarm, fire doors, lighting, heating, plumbing and security systems.
- Take responsibility to respond and investigate when an alarm is triggered.

- Conduct regular area site safety checks as stipulated by the health, safety and contracts manager in accordance with health and safety legislation and school policy

Other

- Attend relevant training as required by the Headteacher or School Business Manager.

This is not a complete list of tasks that fall within the role and the post holder may be required to carry out other tasks consistent with their grade, skills and abilities.

Post holder	_____	Effective date of this job description	_____
Post holder's Signature	_____	School Business Manager's Signature	_____
Date	_____	Date	_____